

Academic Integrity Assistant Director  
University at Buffalo, The State University of New York

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Posted May 17, 2019, set to expire Sep. 16, 2019

<b>Job Title</b>	Academic Integrity Assistant Director
<b>Department</b>	Office of Academic Integrity
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	May 17, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="http://www.ubjobs.buffalo.edu/postings/19788">http://www.ubjobs.buffalo.edu/postings/19788</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

The University at Buffalo (UB) invites inquiries, nominations and applications for the position of Academic Integrity Assistant Director. A member of the Association of American Universities (AAU) and the largest and most comprehensive public research university in the State University of New York (SUNY) system, UB is an internationally renowned center for academic excellence. UB enrolls nearly 30,000 students (almost 20,000 undergraduates and 10,000 graduate and professional students) in more than 100 undergraduate degree programs, 250 master's degree programs, 84 doctoral degree programs, and 10 professional degree programs.

The Office of Academic Integrity was established in 2019 to provide leadership and expertise in developing and promoting UB's fundamental value of integrity in the academic enterprise. Through educational programming, implementation and centralization of processes and procedures, and evolving initiatives, the Office of Academic Integrity promotes and supports a culture of academic

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integrity in order to reinforce the quality of teaching and learning at UB.

The Academic Integrity Assistant Director will be instrumental in achieving the goals of the newly-established Office of Academic Integrity and will assist with promoting a culture of integrity at UB through consistent education about, and implementation of, the requisite policies and procedures. The Academic Integrity Assistant Director will report directly to the Director, Office of Academic Integrity.

Key accountabilities and responsibilities:

- Manage, maintain and enhance, as needed, Academic Integrity case database. Produce statistical reports from the internal and UB InfoSource and PeopleSoft data files as needed.
- Coordinate and chair undergraduate and graduate academic integrity adjudication committees
- Plan and implement academic integrity-related programs, workshops, trainings, and new initiatives.
- Operations Management including financial, procurement, human resource as well as website revisions and updates. Assist in creation of new initiatives around developing a culture of integrity at the university (e.g., student ambassador program, faculty training sessions, integrity awards, etc.).

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

#### Minimum Qualifications

Bachelor's degree required with two years of administrative experience working directly with students and faculty in a higher education setting with competencies in the following areas:

Excellent oral, written, public speaking and interpersonal skills required.

Strong attention to detail required.

Must be able to interact with a diverse constituency.

Computer experience in MS Office (Word, Excel, Access, Outlook).

Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.

The ability to make independent decisions related to tasks assigned by utilizing established policies and procedures.

#### Preferred Qualifications

Master's degree in Higher Education or related field preferred. Previous hands-on experience in judicial matters and working with databases and student information systems are desired.



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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